

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meetings

February 11 - Special (4:30 pm),
regular and work session
[Agendas](#)

Looking Ahead

Tuesday, February 11: Charles
Broadway Rouss Day

Wednesday, February 12: Board
of Zoning Appeals

Thursday, February 13: CPMT

Friday, February 14: WPRD PB&J
Club Special Friday Evening
Session

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- **LISTEN!** **NEW** [Rouss Review](#) podcast
- **LISTEN!** **NEW** [DEFROST - WPD](#) podcast



The Winchester-Frederick County Visitor Center has launched its first-ever Spottswood Poles gift items. Spottswood was a Winchester resident and a decorated WWI veteran and Negro League baseball standout. The merchandise was created with the help of the Negro League Baseball Museum.

City Manager's Takeaways

VDOT has launched the S. Pleasant Valley Road corridor Strategically Targeted Affordable Roadway Solutions (STARS) study for the 2.2-mile section between E. Cork and Tevis Street. Public input is now being sought and a survey is available [online](#).

The North End Sidewalk Improvement Project which utilized \$1 million in CDBG funds was completed this week.

Refuse and Recycling Coordinator Michael Neese, aka Michael Recycle, was featured in a recent [VA Recycling Association article](#) as a VRA Member Spotlight.

Public Safety

Winchester Police

- Attended a DMV Safety Grant workshop.
- Held Community Response Team meeting.
- Attended drug court, Substance Abuse Coalition, and Drug Task Force meetings.
- Conducted mental health follow ups.
- Held applicant testing on February 27 with 37 participants.
- Planning for Badges and Batter event on March 16 at the Moose Lodge and Cookies with a Cop at SAAA (date TBD).
- Continued working on the Defrost podcast launch and conducting interviews and research.
- Emergency Communications Director provided information to the INSIGHT Citizen's Academy and JHHS EMT Class.
- Crime stats:
 - Crimes against persons (felony) - 1
 - Crimes against persons (misdemeanor) - 7
 - Burglaries (residential) - 0
 - Burglaries (commercial) - 0
 - Property crimes - 15

Police Activity	#
Calls for Service	782
Crash Reports	6
DUI/DWI	7
Alarms/False Alarms	20/20
Directed Patrols	43
Directed Patrols (OTW)	6
Extra Patrols	137
Extra Patrols (OTW)	1
Traffic Citations	42
Traffic Warnings	20
BWC requests	-
Special Events Permits Received/ Approved	1/1 18 YTD

Winchester Fire and Rescue

- Five new Firefighters have accepted positions and will start February 18.
- Received 83 applications for Firefighter entrance test.
- Kicked off Heart Month with Hands-only CPR video created by City's Communications Team.
- Scheduled CPR demonstrations at the Apple Blossom Mall (February 11) and City Hall (February 24).
- Began annual FIT testing and physicals for operational personnel.
- Assisted WPD with entrance testing to obtain candidate vitals.
- Lt. DeHaven completed his Education Coordinator Certification through the VA Office of EMS.
- Completed aerial training.
- Preparing for ESCI (study consultant) site visit next week.
- Fire Marshal attended the VA Fire Prevention Association retreat.

Fire Activity	Fire Activity
Fire	2
Overpressure	0
EMS/Rescue	93
Hazardous Cond.	3
Service Call	6
Mutual Aid Given	11
Good Intent	7
False Alarms	4
Special Incident	2
Plan Review	6
Reinspections	3
Inspections	8

Emergency Management

- Attended mass shelter survey debrief with Social Services staff.
- Completed drone training with City pilots.
- Presented to the INSIGHT Citizen's Academy on emergency management.
- Attended the VDEM Region 2 training and exercise workshop.
- Delivered the command bus to the Public Works garage for electrical repairs.
- Disseminated local weather alerts to City staff.

Parks & Recreation

- Appointed Kim Grove as Interim Aquatics Specialist.
- Continuing to set up new maintenance facility and repairing outdoor aquatics facility.
- Accepting applications for lifeguard, child care assistant, aquatic specialist and assistant director positions.

Development Services

Economic and Workforce Development

- Participated in the Workforce Initiative Board Retreat planning meeting.
- Attended the BAR meeting with Lynx Ventures to discuss the Winchester Towers site redevelopment.
- Met with development group interested in Winchester.
- Continued working with development partner on the Kent/Piccadilly redevelopment project.

Arts and Vitality & Old Town

- Delivered Chocolate Escape promotional materials to 50 downtown businesses and continued event promotion on social media.
- Continued planning for 2020 Old Town Farmers Market Season.
- Coordinated with organizers for 2 special events.
- Held monthly OTAC, Promotions Committee and Organization Committee meetings.
- Completed Old Town district walk to identify issues and meet with business owners.

Planning

- Updated staff reports for the February 11 Council meeting where the Telecommunications Zoning Ordinance Amendment is scheduled for public hearing and possible adoption. Updated staff report for the Short-Term Rental CUP request on Virginia Avenue and forwarded the request by the applicant to withdraw the CUP for the dumpsters in the corner side yard of the Bellview Avenue apartment complex. A more appropriate dumpster location toward the rear of the site is being identified.
- Reviewed the Comprehensive Plan update with the Planning Commission focusing on the Mobility Chapter edits.
- Staffed the February 4th Planning Commission work session and reviewed the agenda for the February 18 regular meeting where a Comp Plan amendment to designate the entire city as an Urban Development Area (UDA) will be considered as a public hearing item. The Commission will also hold a public hearing on a Proffer revision to the Cedar Creek Grade PUD.
- Staffed the February 6th BAR meeting. The Board held a conceptual review of a request to demolish some striations on the sites being proposed for redevelopment as Cameron Square on both sides of E. Fairfax Lane along the east side of N. Cameron Street.
- With the Public Services Director, met with VDOT officials and a consultant to discuss recommended safety and congestion management improvements along S. Pleasant Valley Road from Cork Street south to Crossover Boulevard. Also met to discuss a proposed Bike Share program serving Winchester.
- Recorded a Winchester 101 history segment focusing on U.S. Presidents who have visited Winchester before, during or after their term in office for the City's next Rouss Review podcast.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Winchester/Frederick County Tourism

- Continued production design on the 2020 Discover Winchester Visitor Guide.
- Received delivery of the completely-redesigned local tear-off directional maps, which now include much greater detail of both the City and County. Began distributing these to local attractions and hotels.
- Participating in the weekly marketing firm update call. Discussed the competitive review that was just completed as well as the initial pitch. A creative brief is in development, which will guide the next phase.
- Met with the owner of Golf Getaways regarding some collaborative projects and advertising opportunities to drive more golf groups to our region, with the focus of Winchester/Frederick acting as the hub for many of these groups.
- Held a Spottswood Poles planning meeting to discuss DHR historic marker placement and unveiling celebration event.
- Held a meeting with a local realtor on some strategies for attracting relocations moving to the area.
- Attended an OTAC organizational committee meeting regarding plans to re-energize the LOVEworks initiative in our community.
- Held our monthly Tourism Committee meeting to discuss a number of new advertising opportunities and plans for rolling out the new promotional campaign in late spring/early summer.
- Met with a local video producer to discuss ideas for creating more local tourism video content.

Zoning and Inspections

- Completed:
 - 61 building permit inspections and issued 27 building permits (\$2,350,800 valuation)
 - 249 code enforcement inspections and initiated 81 new cases
 - 7 new business reviews (6 certificate of business, 1 certificate of home business)
 - 31 Phased Development Sign Plan (PDSP) permits
- Removed 0 signs from the public right-of-way (YTD=65)
- Significant project: 1360 L.P. Hill Drive (Aspirational Village Bldg., \$2.2M valuation)

Permit #	Type	Address	Description	Value
19 00002966	RREM	117 S LOUDOUN ST	INT. REMODEL FROM 2 TO 1 UNIT	\$0
20 00000218	PLBG	102 JACKSON AVE	EXPANSION TANK	\$200
20 10000025	PSPS	150 N LOUDOUN ST	PORTABLE SIGN	\$10
20 10000025	PSDM	150 N LOUDOUN ST	DISP. OF MERCHANDISE	\$25
20 00000117	RREM	809 S STEWART ST	KITCHEN & LAUNDRY RENOVATION	\$50000
20 10000015	PSPS	101 N LOUDOUN ST	PORTABLE SIGN	\$10
20 10000014	PSDM	33 S LOUDOUN ST	DISP. OF MERCHANDISE	\$25
20 10000007	PSPS	17 W BOSCAWEN ST	PORTABLE SIGN	\$10
20 10000022	PSDM	157 N LOUDOUN ST	DISP. OF MERCHANDISE	\$25
20 10000014	PSPS	33 S LOUDOUN ST	PORTABLE SIGN	\$10
20 10000022	PSPS	157 N LOUDOUN ST	PORTABLE SIGN	\$10
20 10000018	PSPS	37 E PICCADILLY ST	PORTABLE SIGN	\$10
20 10000004	PSPS	24 S LOUDOUN ST	PORTABLE SIGN	\$10
20 10000006	PSD1	1 N LOUDOUN ST	OUTDOOR DINING	\$85
20 10000012	PSDM	111 N LOUDOUN ST	DISP OF MERCH	\$25
20 10000006	PSPS	1 N LOUDOUN ST	PORTABLE SIGN	\$10
20 00000116	SIGN	152 LINDEN DR	MONUMENT & BLDG SIGNS	\$11300
20 10000010	PSDM	106 S LOUDOUN ST	DISP. OF MERCH	\$25
20 00000220	NGAS	414 W MONMOUTH ST	VENTED FIREPLACE LOGS	\$0
20 00000220	MECH	414 W MONMOUTH ST	VENTED FIREPLACE LOGS	\$900
20 10000020	PSPS	181 N LOUDOUN ST	PORTABLE SIGN	\$10
20 10000013	PSPS	25 N LOUDOUN ST	PORTABLE SIGN	\$10
20 10000018	PSDM	37 E PICCADILLY ST	DISP. OF MERCHANDISE	\$25
20 10000005	PSPS	7 N LOUDOUN ST	PORTABLE SIGN	\$10
20 10000026	PSPS	23 N BRADDOCK ST	PORTABLE SIGN	\$10
19 00004251	PLBG	1360 L.P. HILL DR	GROUNDWORKS ONLY	\$15000
20 10000015	PSD1	101 N LOUDOUN ST	OUTDOOR DINING	\$85

Permit #	Type	Address	Description	Value
20 10000010	PSPS	106 S LOUDOUN ST	PORTABLE SIGN	\$10
20 10000011	PSPS	115 S LOUDOUN ST	PORTABLE SIGN	\$10
20 10000009	PSD1	141 S LOUDOUN ST	OUTDOOR DINING	\$85
20 10000004	PSD1	24 S LOUDOUN ST	OUTDOOR DINING	\$85
20 10000003	PSD1	38 E PICCADILLY ST	OUTDOOR CAFE/DINING AREA	\$85
20 10000014	PSD1	33 S LOUDOUN ST	OUTDOOR DINING	\$85
20 10000012	PSPS	111 N LOUDOUN ST	PORTABLE SIGN	\$10
20 10000020	PSD1	181 N LOUDOUN ST	OUTDOOR DINING	\$85
20 10000009	PSPS	141 S LOUDOUN ST	PORTABLE SIGN	\$10
20 10000008	PSD1	165 N LOUDOUN ST	OUTDOOR DINING	\$85
20 10000005	PSDM	7 N LOUDOUN ST	DISP OF MERCHANDISE	\$25
19 00003262	ELEC	2716 LOYALTY CT	NEW DWELLING	\$12450
19 00004285	ELEC	940 ALLEN DR	REMODEL	\$400
19 00003380	ELEC	209 N KENT ST	REMODEL	\$2500
19 00004296	MECH	505 N CAMERON ST	NEW HEAT PUMPS	\$10000
20 00000196	PLBG	12 BELLVIEW AVE	REPLACEMENT FIXTURES	\$1200
20 00000197	ELEC	536 WHITACRE ST	PANEL UPGRADE	\$2000
20 00000196	NRRM	12 BELLVIEW AVE	NEW DRYWALL	\$800
19 00003210	ELEC	100 N LOUDOUN ST	REMODEL	\$8000
20 00000071	ELEC	616 PATTERSON AVE	SVC MAINTENANCE	\$3250
20 00000232	PLBG	560 N LOUDOUN ST	EXPANSION TANK	\$450
20 00000231	PLBG	640 N CAMERON ST	REPLACE W/H, ADD EXP TANK	\$1485
19 00004252	MECH	15 PEYTON ST	REPLACE GAS FURNACES	\$4000
19 00004252	NGAS	15 PEYTON ST	REPLACE GAS FURNACES	\$4000
20 00000230	PLBG	221 E BOSCAWEN ST	REPLACE FIXTURES	\$5000
20 00000236	NGAS	232 MAPLE ST	REPLACE GAS FURNACE	\$100
19 00004318	CHNG	229 WEEMS LN	CAR DEALERSHIP TO BEAUTY SALON	\$100
20 00000235	NGAS	301 W TEVIS ST	NEW RANGE & PIPING	\$1150
19 00004248	BLDG	215 E CORK ST	ADD SMOKING PATIO	\$12000
20 00000001	CIFI	1360 L.P. HILL DR	ASPIRATIONAL VILLAGE BLDG 5	\$2200000
Total: 58				\$2,358,800

Public Services

- The final finish work is progressing in the Creamery Building, including carpet installation. The project is on schedule. The City Commonwealth Attorney's Office and the Juvenile and Domestic Relations Court Services office will move into their new offices the week of February 24. The City Treasurer and City Commissioner of Revenue's Offices will move into their space beginning March 13.
- Completed sidewalk replacements for the northeast sidewalk improvements project. The City utilized \$1 million in CDBG funding to complete this project.
- Held monthly meeting with VDOT to review the status of all ongoing projects with VDOT funding.
- Met with VDOT and their consultant to review progress on the S. Pleasant Valley Road study aimed primarily to improve safety on the corridor. A survey to solicit community input is now available [online](#).
- Met with consultant and the Northern Shenandoah Valley Regional Commission to begin the study to look at the feasibility of implementing a bike share program.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	100	6,843
Water service lines replaced (number)	0	368
Water meters replaced (number)	158	3,717
Sanitary sewer mains replaced/lined (linear feet)	0	6,438
Sanitary sewer laterals replaced (number)	0	102
Sanitary manholes replaced (number)	0	42
Sidewalks replaced (linear feet)	380	38,835
Sidewalks repaired (linear feet)	0	123,835

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	0	Lane miles
	Potholes repaired	0	0	#
	Mowing	0	0	Acres
	Miles of streets swept	122.40	305.90	Miles
	Tons of leaves hauled	3	58.50	Tons
Trees	Dead/diseased trees removed	6	31	#
	Trees trimmed	4	15	#
	Stumps removed	8	23	#

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Traffic	Street signs Installed/replaced	11	57	#
	Pavement markings repainted (City)	0	26	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	123.23	649.98	Tons
	Recycling collected	30.64	150.75	Tons
	Large item pickups	6	13	#
Transit	Total passengers	2,444	11,135	#
	Revenue miles pick up/drop off	3,765	17,598	Miles
	Revenue hours pick up/drop off	362.12	1,658.57	Hours
Utility billing	Payments processed	1,491	7,620	#
	New bills mailed out	0	6,124	#
	Water services turned off (non-payment)	20	67	#
Water treatment plant	Average daily water demand	5.70	5.59	Million gallons/
	Peak daily water demand	6.03	5.90	day
Wastewater treatment plant	Average daily flow treated	7.80	7.44	Million gallons/
	Peak daily flow treated	10.90	17.21	day
Water distribution and wastewater collection	Water main breaks repaired	0	3	#
	Water meters read	1,209	7,340	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	2,491	3,467	Linear feet
	After-hours call outs	3	20	#
Engineering	Site plans reviewed	3	23	#
	Floodplain permits issued	1	4	#
	Utility as-builts reviewed	0	2	#
	Right-of-way permits issued	8	27	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	2	6	#
	Erosion and sediment control inspections	24	107	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	20	98	#
	Special events assistance	0	2	#
	Maintenance of pedestrian mall	28	146	Staff hours
Equipment maintenance	Total repairs completed	44	293	#

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Winchester Parking Authority	Work requests completed		28	#
	Special events - assistance provided		2	#
	Vandalism or property damage issues		0	#
	New monthly rentals		15	#
	Monthly rental cancellations		7	#
	Total monthly leases in all autoparks		1,150	#
	Available monthly spaces in all autoparks		262	#
	Hourly parkers (all four garages)		9,007	#
	Park-Mobile transactions		2,774	#
	Meter violations		776	#

Support Services

Innovation & Information Services

- Successfully completed IBMi server disaster recovery testing.
- Held conference call with security awareness vendor to review City's plans for continuing education and training.
- Continuing migration of City's document management system.
- Completed Emergency Operations Center quarterly exercise.
- Discussed enhancement requirements for personal property system.
- Updated school bus stop locations in GIS mapping database.
- Completed two GIS maps for Commonwealth Attorney to use in court case.
- Created a mobile survey that can be used by City drone pilots to log drop flight locations, flight times, aircraft used and more.

Help Desk Requests	Count	Closed
Account Management		18
Applications		23
GIS		4
Hardware		4
Information Only		1
Infrastructure		6
No Action Required		18
Not Assigned		27
Procurement/Disposal		0
Reporting		0
Research		0
Total		101

Social Services

- Received 94 Benefit Program applications: 23 SNAP, 60 Medicaid, 1 TANF, 3 VIEW, 4 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 6 Home Energy Assistance Program
- Provided case management to:
 - 3,855 Medicaid cases
 - 1,480 SNAP cases
 - 56 TANF cases
 - 19 Auxiliary Grant cases
 - 25 individuals receive VIEW services
 - 56 families/98 children receive Child Care Subsidy Assistance.
 - 332 Home Energy Assistance Program cases
- Hosted the Quality Assurance and Accountability Review Team from the VA Department of Social Services. No financial errors or other findings were identified.
- Completed a tour of all Winchester schools with the Emergency Management Coordinator, Red Cross, and WPS staff in an effort to assess each school's suitability for potential mass sheltering in emergencies.
- Participated in the Northern Regional Child and Family Service Review Program Improvement Plan conference call.
- Attended webinars and trainings: long-term care roundtable, VADSS child care, and Identifying and Supporting Students Affected by Human Trafficking

Weekly Activity	#
Clients walk-ins/drop-offs	209/148
Child Protective Service referrals/case management load	7/44
Placed "on notice" for foster care entry by JDRC	9
Children in/entered/exited foster care	52/0/0
Adoption subsidy cases/adoptions finalized	45/0
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/5/97
CPS family assessments & investigations of alleged maltreatment	58
Family Service intakes/case management load	12/8
Adult Protective Service referrals/investigations/intakes	0/10/3
Adult services case management load	9
Adult guardianships/cases	2/77
Uniform Assessment Instrument screenings	1
Interstate Compact on the Placement of Children (ICPC) case management	3

Communications

- Distributed the February 5 CitE-News issue. [View](#)
- Distributed the Feb/Mar issue of the Parks' ActivitE-News. [View](#)
- Handled 4 media requests for City information and staff interviews; 3 inquiries for WPD.
- Made social media graphics and posts for Defrost podcast and the hands-only CPR event at the Apple Blossom Mall.
- Filmed a research session and interview at the Handley Library as bonus content for the Defrost podcast.
- Recorded the next episode of Winchester 101 that will focus on Presidents Day and be featured in the February 13 episode of the [Rouss Review](#) podcast.
- Set up new recording studio at Timbrook Public Safety Center where publiCITY and the Rouss Review podcast will be filmed/taped.
- Recorded and edited a teaser track for the upcoming Defrost podcast.
- Continued page layout and design of the 2019 Annual Report.
- Completed 2020 refuse and recycling flyers in Spanish. Uploaded 2020 holiday calendar in Spanish to the [website](#).
- Began working on several awareness campaigns for Social Services.
- Continued redesigning TV slides to fit the new format and uploading them to the channel.
- Began designing the 2019 Social Services Annual Report.
- Continued planning for the [Rouss City Hall Reveal](#) event on February 26 (4-6 pm).
- Held INSIGHT session featuring Emergency Management and Emergency Communications (911 center).
- Began promoting VDOT study and [community input survey](#) for S. Pleasant Valley Road.

311 Requests Received	#
FOIA	6
New Recycling Bin	2
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	-
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	-
Tall Grass	-
Water/Sewer Service	-
Citibot	-
Total/YTD	8/49

Date	City Press Releases/Related Press Releases
2/5	2020 Old Town Chocolate Escape will get you ready for Valentine's Day - read
	Winchester Police Department accepting applications for upcoming teen and adult.... - read

Date	Segments from WDVM
2/3	Winchester Police Department launches new podcast - watch

Date	Articles in <i>The Winchester Star</i>
2/1	City Council explains reluctance to approve tax exemptions
	Veatch to seek 4th term on City Council
2/3	Snapshot: Winchester house fire
2/4	WPS officials discuss whether division should adopt an equity policy
2/5	Officials eye UDA designation for entire city
2/6	For chocolate lovers, a day to celebrate
2/7	Frederick may have to change policy again on discrimination
	Police open enrollment for annual citizen academies